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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES; MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

Addendum

INTRODUCTION

1. The present report, like those that preceded it (A/AC.172/88 and Add.1-9), contains statistics showing the planned and actual utilization of conference resources allocated to a core sample of bodies that have been meeting for several years in New York, Geneva and Vienna.

2. The statistical information is presented in annexes I and II to the present document. In accordance with decisions of the Committee on Conferences with regard to a newly proposed methodology to run parallel with the existing methodology through 1992, the statistics of a representational sample of bodies using the newly adopted methodology are presented in a conference room paper (A/AC.172/1992/CRP.7).

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* A/AC.172/146/Add.1.

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METHODOLOGY

3. Annex I to the present report contains a listing of bodies that met in New York, Geneva and Vienna in 1991. The tables provide the number of meetings planned by each body (column A), the number of meetings actually held (column B), the number of meetings reassigned to other bodies in the event of a cancellation (column C), the net number of cancellations (column D) and the number of hours and minutes lost through the late starting and early ending of meetings (column E). Column F indicates the total time not used. This is arrived at by converting the amount of time lost in late starting and early ending into the equivalent of meetings by dividing it by three, since three hours is the standard meeting time. The result is then added to the net number of meetings cancelled to show the total time lost. Column G expresses the amount of time lost as a percentage of the total number of meetings planned. The utilization factor (UF) is calculated by subtracting the figure in column G from 100 in order to indicate the percentage of available conference services actually utilized. Finally, the column headed "Change" indicates the improvement (+) or otherwise (-) in percentage points compared to the last comparable session.

4. In accordance with decisions of the Committee on Conferences, if informal meetings or consultations were held outside the scheduled meeting time, i.e., before the start or after the adjournment of a meeting, this time is not included as time lost due to late starting or early ending of meetings. In other words, the time indicated in column E does not include informal meetings or consultations held outside normal working hours.

5. Two types of calculations of the total information is provided. The first is an "overall" utilization factor arrived at by treating all the bodies in the sample as a single organ and deriving the utilization factor from the total number of meetings planned, held and cancelled and total time lost in late starting and early ending. The second is an "average" utilization factor that is arrived at by totalling the utilization factors of each body under review at each session held during a given year, and dividing that total by the number of sessions held. In each of these analyses, the assumption is that the bodies in the sample can be viewed as an index of the performance of United Nations organs as a whole. In fact, many subsidiary organs are fairly short-lived, and the utilization factor - either overall or average - can depend on individual factors that do not necessarily apply evenly to United Nations bodies. The attention of the Committee is drawn to the fact that bodies that were included in the list in previous years, but which have since ceased to function, and bodies that have worked without conference-servicing resources for an extended period of time are omitted.

6. The overall utilization for 1991 is 78 per cent, calculated as follows:

Duty station	A a/	B	C	D	E	F	G	UF
New York	630	570	31	29	359.55	148	24	76
Geneva	770	693	-	77	244.15	158	20	80
Vienna	201	189	-	12	108.20	47	23	77
	1 601	1 452	31	118	712.30	353	22	78

a/ Explanation of column headings (applies also to annex I column headings):

A Number of meetings planned by a given organ in a scheduled session, including any additional meetings.

B Number of meetings actually held, including "informal" meetings with interpretation services.

C Number of related and unrelated reassignments, i.e., cases where conference services originally allocated to the organ in question were reallocated to working groups, etc., assisting it in its work, or where services freed by cancellations of scheduled meetings of the organ concerned were reassigned to another group wishing to meet.

D Number of scheduled meetings cancelled (A - (B + C)).

E Total hours and minutes lost in the late starting and early ending of meetings, not including informal consultations without conference services (totals are rounded to the nearest hour).

F Grand total of meetings not used. This figure is arrived at in the following way: the total number of hours lost as shown in column E is converted into the equivalent of meetings lost by dividing by three, since the standard meeting time is three hours. The result is then added to the number of meetings cancelled as shown in column D to form the grand total of meetings lost during the session.

G Total meetings lost expressed as a percentage of meetings planned (F as a percentage of A).

UF Utilization factor: percentage of available conference resources actually used by the organ in question ((100 - G) per cent).

7. The average utilization factor of the index for 1991 is 76 per cent. As explained in paragraph 3 above, this is calculated by dividing the total of the utilization factors of each body at each of its 1991 sessions (4,046) by the total number of sessions (53).

8. For information purposes, it is noted that the overall and average utilization factors for 1990 were 78 per cent.

Annex I

BODIES MEETING IN NEW YORK, GENEVA AND VIENNA IN 1991

A. New York

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. Committee on Non-Governmental Organizations, 21 January-1 February	20	18	2	-	13.30	5	25	75	-5
2. Statistical Commission, 4-13 February	16	15	1	-	3.10	1	6	94	-
3. United Nations Development Programme (UNDP), Governing Council, organizational and special sessions, 19-22 February	8	8	-	-	3.40	1	12	88	-2
4. Population Commission, twenty-sixth session, 27 February-8 March	16	16	-	-	14.55	5	31	69	-19
5. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, 19 February-1 March	18	17	1	-	11.55	4	22	78	+3
6. Committee on Information, organizational session, 4 and 5 March	4	1	-	3	2.35	4	100	0	-25

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
7. Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting, 5-15 March	18	15	-	3	3.45	4	22	78	+11
8. Tenth Meeting of Experts on the United Nations Programme in Public Administration and Finance, 4-11 September	12	10	1	1	4.20	2	17	83	-
9. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee, 25 March-12 April	22	20	2	-	15.35	5	22	78	-6
10. Human Rights Committee, 25 March-12 April	28	27	-	1	8.35	4	14	86	+6
11. Committee on Natural Resources, 25 March-4 April	16	13	3	-	13.55	5	31	69	-
12. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 4-22 February	28	24	2	2	12.05	6	21	79	-
13. United Nations Institute for Training and Research (UNITAR), Board of Trustees, 13-17 May	10	8	1	1	7.50	4	40	60	-10
14. Commission on Transnational Corporations, 10-19 April	16	16	-	-	13.50	4	25	75	+1

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Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
15. Committee for Programme and Coordination, organizational session, 25 April	2	2	-	-	1.05	-	-	100	+50
16. Ad Hoc Committee on the Indian Ocean, 15-19 April	10	9	1	-	9.00	3	30	70	+10
1-12 July	18	18	-	-	20.30	7	38	62	-21
17. Committee on Information, 4-19 April	24	15	-	9	8.20	12	50	50	-
18. United Nations Children's Fund (UNICEF), Executive Board, Committee on Administration and Finance and Programme Committee, 22 April-3 May	29	29	-	-	9.55	3	10	90	+13
19. Disarmament Commission, 22 April-13 May	58	54	2	2	59.35	22	38	62	-11
20. Committee for Development Planning, 22-26 April	10	7	3	-	4.25	1	10	90	+40
21. UNDP, Governing Council, thirty-eighth session, 3-21 June	79	76	3	-	43.50	14	18	82	-3
22. Advisory Board on Disarmament Matters, 12-18 July	7	6	-	1	6.30	3	43	57	-10
23. Committee for Programme and Coordination, 13 May-11 June	55	53	2	-	18.10	7	11	89	+13

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
24. Committee on Contributions, 3-28 June	31	28	1	2	17.20	8	26	74	-3
25. United Nations Joint Staff Pension Board (UNJSPB), 12-21 July	16	16	-	-	4.05	1	6	94	+27
26. International Civil Service Commission (ICSC), 5-23 August	29	27	-	2	9.35	5	17	83	+5
27. Intergovernmental Committee on Science and Technology for Development, tenth session, 22 April-3 May	20	14	6	-	14.25	5	25	75	-
28. High-level Committee on the Review of Technical Cooperation among Developing Countries, seventh session, 28-31 May	10	8	-	2	3.30	3	30	70	+3
Total for New York	630	570	31	29	359.55	148	24	76	-115 +186

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B. Geneva

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. Commission on Human Rights, 28 January-8 March	86	85	-	1	14.20	6	7	93	-
2. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories,									
7-10 January	6	4	-	2	2.50	3	50	50	-17
22 May	2	1	-	1	.30	1	50	50	-17
19-23 August	6	5		1	1.20	1	17	83	+23
3. Committee on Economic, Social and Cultural Rights, 25 November-13 December	30	26	-	4	6.50	6	20	80	-3
4. United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board:									
thirty-seventh session, second part, 11-22 March	80	63	-	17	61.00	37	46	54	+15
thirty-eighth session, first part, 23 September-4 October	80	60	-	20	59.25	40	50	50	-
5. International Law Commission, forty-third session, 29 April-19 July	96	96	-	-	.40	-	-	100	-
6. Human Rights Committee, thirty-seventh session,									
8-26 July	30	29	-	1	3.10	2	7	93	-
21 October-8 November	30	29	-	1		1	3	94	+1

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
7. Committee on the Elimination of Racial Discrimination,									
4-20 March	30	25	-	5	8.30	8	27	73	-14
5-23 August	30	23	-	7	4.50	9	30	70	-
8. United Nations High Commissioner for Refugees - Executive Committee, forty-second session, 3-11 October	18	18	-	-	1.45	1	6	94	-
9. World Conference on Human Rights, Preparatory Committee	12	12	-	-	8.50	3	25	75	-
10. Committee against Torture,									
22 April-3 May	20	15	-	5	9.55	8	40	60	-
11-21 November	20	16	-	4	7.40	6	30	70	-
11. Committee on the Rights of the Child, 30 September-18 October	30	27	-	3	6.50	5	17	83	-
12. Group of Experts on Geographical Names, 11-19 November	14	12	-	2	1.25	3	21	89	-
13. United Nations Conference on Environment and Development, Preparatory Committee,									
second session	57	56	-	1	18.55	7	12	88	-
third session	93	91	-	2	28.30	11	12	88	-
Total for Geneva	770	693	-	77	244.15	158	20	80	-51 +39

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C. Vienna

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
1. Commission on Narcotic Drugs, thirty-fourth session, 29 April-9 May	25	25	-	-	18.00	6	24	76	-4
2. Committee on the Elimination of Discrimination against Women, tenth session, 21 January-1 February	20	18	-	2	7.35	4	20	80	-10
3. Commission for Social Development, thirty-second session, 11-20 February	16	15	-	1	14.55	6	37	63	-12
4. Commission on the Status of Women, thirty-fifth session, 27 February-8 March	16	14	-	2	4.30	3	19	81	-4
5. United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Provident Fund Advisory Committee,									
9-10 May	4	4	-	-	-	-	-	100	-
7-8 November	3	3	-	-	-	-	-	100	-
6. United Nations Scientific Committee on the Effects of Atomic Radiation, fortieth session, 13-17 May	20	15	-	5	10.50	8	40	60	-40
7. UNRWA Advisory Commission, 6 November	2	2	-	-	-	-	-	100	-

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change a/
8. International Narcotics Control Board, 27 May-7 June	20	19	-	1	-	1	5	95	+10
7-24 October	28	28	-	-	9.40	3	11	89	-6
9. United Nations Commission on International Trade Law, twenty-fourth session, 10-28 June	28	28	-	-	16.50	6	21	79	+8
10. Committee on the Peaceful Uses of Outer Space b/	19	18	-	1	26.00	10	52	48	-26
Total for Vienna	201	189	-	12	108.20	47	23	77	-102 +8

a/ Increase (+) or decrease (-) in utilization factor percentage points compared with comparable session of previous year. - indicates either no change or no comparable prior session.

b/ Held at Graz, Austria, as per section I, paragraph 5, of General Assembly resolution 40/243.

Annex II

UTILIZATION FACTOR OF UNITED NATIONS ORGANS MEETING AT NEW YORK, GENEVA AND VIENNA, 1982-1991

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
1. UNDP, Governing Council, organizational sessions	25	80	100	88	89	100	100	88	90	88
substantive sessions	-	87	69	68	79	93	84	89	85	82
2. Committee on the Peaceful Uses of Outer Space	67	55	44	79	69	77	58	68	74	48
3. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee (nineteenth to twenty-eighth sessions)	60	55	44	67	61	78	67	78	75	78
4. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee (twenty-first to thirtieth sessions)	69	61	63	61	42	57	59	67	84	78
5. Committee on the Elimination of Discrimination against Women (first to tenth sessions)	70	85	75	80	85	85	83	100	90	80
6. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	53	70	74	60	63	79	81	57	79	79

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Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
7. Human Rights Committee	-	79	80	75	75	83	82	82	80	86
	69	70	70	60	77	87	80	80	93	93
	59	62	70	60	-	80	83	80	93	94
8. Ad Hoc Committee on the Indian Ocean	45	30	40	35	39	35	46	50	60	70
	67	45	40	50	43	39	55	36	83	62
	-	55	50	56	-	-	-	-	-	-
9. United Nations Commission on International Trade Law	75	69	75	87	82	85	75	80	81	79
10. UNITAR Board of Trustees	-	50	80	100	80	80	70	80	70	60
11. Committee for Development Planning	69	69	-	63	50	75	75	75	50	90
12. UNICEF, Executive Board, Committee on Administration and Finance and Programme Committee	70	75	100	86	86	89	84	86	77	90
13. Advisory Board on Disarmament Matters	-	56	60	70	80	70	60	a/	-	
	-	-	70	60	80	78	80	57	67	57
14. Disarmament Commission	29	61	37	51	57	52	45	58	73	62
15. Committee for Programme and Coordination (organizational session	-	-	-	-	-	100	-	50	-	100
twenty-second to thirtieth sessions	86	79	79	88	85	93	84	84	76	89
resumed sessions)	-	-	-	-	-	86	75	-	-	
16. Committee on Contributions	69	61	60	74	73	72	71	78	77	74

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
17. Committee on Information,										
organizational sessions	25	25	25	80	25	25	-	-	-	-
substantive sessions	43	75	75	63	56	61	43	54	50	50
resumed session	-	-	-	-	-	-	50	-	-	-
18. ICSC (New York sessions)	-	-	-	-	-	80	-	-	-	
	80	83	82	70	90	79	77	90	78	83
19. Commission on Human Rights	-	-	61	64	89	79	89	89	90	93
20. Committee on the Elimination	62	77	67	73	73	87	-	-	-	73
of Racial Discrimination	60	67	65	63	-	70	70	60	87	70
21. Special Committee to	23	-	-	-	-	25	20	25	67	50
Investigate Israeli	56	33	33	39	50	40	25	25	67	50
Practices Affecting the	43	-	-	-	-	-	50	30	60	83
Human Rights of the Palestinian People and Other Arabs of the Occupied Territories b/										
22. International Law Commission	68	71	75	75	88	98	97	97	100	99
23. UNJSPB	-	40	100	100	83	67	90	94	67	94
24. Commission on Narcotic Drugs	90	94	90	94	90	94	95	80	80	74
25. Commission on the Status of Women	56	62	56	81	67	80	88	100	85	85
26. UNRWA, Provident Fund	100	75	100	100	100	100	100	100	100	100
Advisory Committee	-	-	100	-	100	100	100	100	100	100

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
27. International Narcotics Control Board	75 82	78 89	90 82	90 93	100 95	100 95	89 93	94 95	85 95	95 89
28. United Nations Scientific Committee on the Effects of Atomic Radiation (thirty-first to fortieth sessions)	73	80	72	86	70	77	100	45	100	60
29. Committee on Crime Prevention and Control	56	-	81	-	75	-	81	-	85	-
30. UNRWA, Advisory Commission	50	100	100	100	100	100	100	100	100	100
31. Committee on Non-Governmental Organizations								80		75
32. Statistical Commission (twenty-third to twenty-sixth biennial sessions)	-	81	-	81	-	94	-	94	-	94
33. Population Commission (twenty-second to twenty-sixth biennial sessions)	-	-	100 c/	75	-	69	-	88	-	69
34. Commission for Social Development (twenty-eighth to thirty-first biennial sessions)	-	75	-	69	-	50	-	81	-	63

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Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
35. High-level Committee on the Review of Technical Cooperation among Developing Countries	-	67	-	82	-	84	-	67	-	70
36. Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting								79	67	78
Subtotal: combined utilization factor	2 021	2 626	2 834	3 096	2 743	3 527	3 054	3 290	3 120	3 536
Number of sessions	33	39	40	42	37	46	41	44	39	46

In addition to the foregoing information, and in accordance with a decision of the Committee on Conferences to expand the core sample of bodies whose statistics were presented for review in the A/AC.172/88 series of documents, statistical information with regard to the following committees is also included in annex II. The grand total follows thereafter.

	1990	1991
Committee on Economic, Social and Cultural Rights	77	80
UNCTAD, Trade and Development Board	39	54
	57	50
Office of the United Nations High Commissioner for Refugees, Executive Committee	86	94
Intergovernmental Committee on Science and Technology for Development	60	75

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	1990	1991
Committee on Natural Resources	62	69
Commission on Transnational Corporations	87	88
	468	510
	7	7
Grand total: Combined utilization factor	3 588	4 046
Number of sessions	46	53

a/ The Advisory Board met in a single consolidated session for the first time in 1989.

b/ By General Assembly resolution 44/48 A, the Special Committee was renamed the Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories.

c/ Instead of meeting as scheduled in 1983, the Population Commission met in 1984 as the preparatory body for the Population Conference.